Chapter 16 - Facility Vendor Maintenance APF

Facility Vendor Maintenance

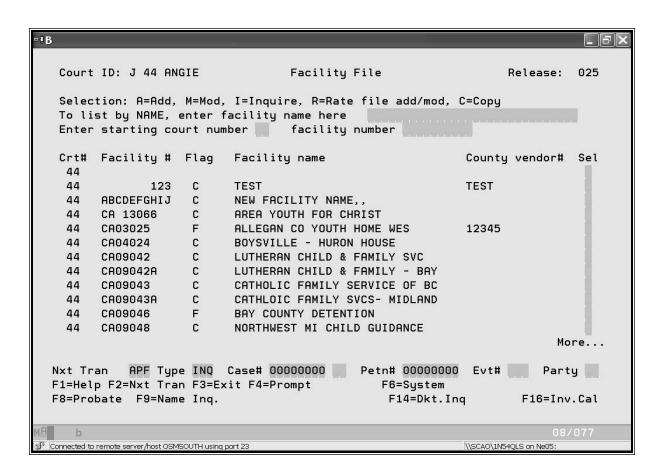
The facility vendor maintenance is used to add facilities and foster homes only. Facility vendor maintenance will be used to pay for placement costs and non-scheduled payments.

Accessing the Facility Vendor Maintenance screen:

From the transaction request screen, enter **APF** in the next tran field and **INQ** in the type field along with the receipt number in the case number field that you want to inquire on and press <Enter>.

Juvenile Next Tran Line:





Following are field descriptions for the Other Vendor Maintenance screen.

~To list vendor by name enter facility name here~

This is the name search field. Enter the name of the facility into this field and the system will position you at the name you requested or the closes alphabetic match that it finds.

~Enter starting facility number here~

This is the number search field. Enter the facility number into this area and the system will position you at the number you requested or the closest numeric match that it finds.

~Facility #~

This is the facility number that the user supplied for this facility.

~Flag~

This column is used to designate if the vendor is a facility or a foster home. The valid values are C = Residential and F = Foster Home.

~Facility Name~

This is the name of the facility/foster home.

~County Vendor Number~

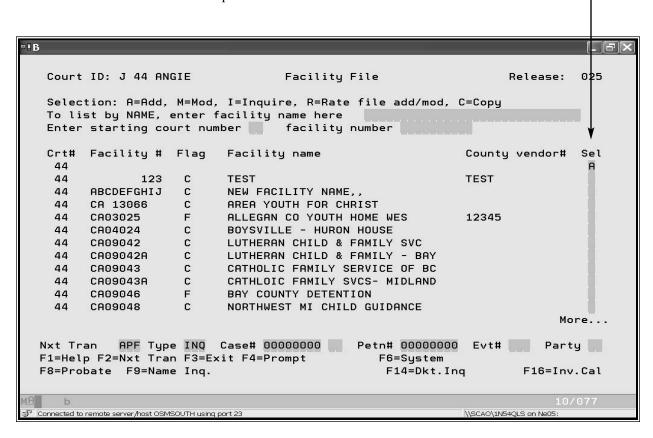
This is the vendor number assigned to this facility by the county. This number may be different than the vendor number assigned by the court.

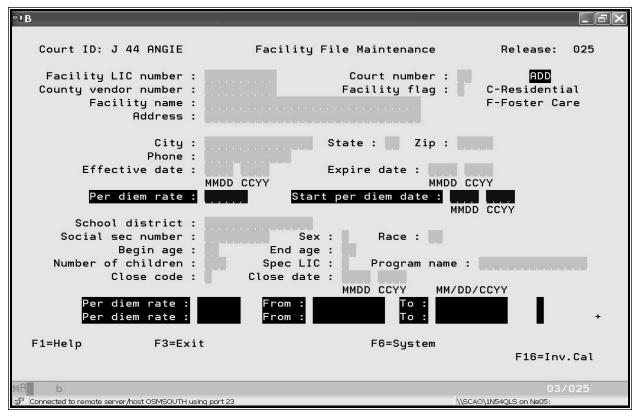
~Sel~

This is the selection field. The valid options are A = Add, I = Inquire or M = Modify. You can't delete a vendor once it has been added to the system.

Facility Vendor Maintenance Add:

Enter an "A" in the SEL field and press <Enter>. —





~Facility License Number~

Enter the facility license number in alphanumeric characters. This number must be a unique facility vendor number.

~Court Number~

Enter your court number in this field.

~County Vendor Number~

Enter the county vendor number as assigned by the county in alphanumeric characters. There are 10 spaces available for entry. This number must be a unique vendor number.

~Facility Flag~

Enter the appropriate designation for this facility. C = Residential and F = Foster Care.

~Facility Name~

Enter the facility name in alphanumeric characters. Two lines are available for your use. Names should be entered using the naming standards outlined in chapter 1.

~Address, City, State and Zip~

Enter the address, city, state and zip.

~Phone~

Enter the telephone number.

~Effective Date~

This is the effective date of the facilities license.

~Expire Date~

This is the expiration date of the license number.

~Per Diem Rate~

This is the facilities current per diem rate.

After you have entered all pertinent information on the other vendor add screen, press <Enter>. The system will display the following screen.

~Start Per diem date~

This is the date that the per diem rate started.

~School District~

Enter the school district that this facility/foster home is located in.

~Social Security Number~

Enter the social security number or tax id number of this facility.

~Sex~

Enter the sex of children that this facility/foster home will accept.

~Race~

Enter the race of children that this foster home will accept.

~Begin Age~

Enter the beginning age of children that the facility/foster home will accept.

~End Age~

Enter the ending age of children that the facility/foster home will accept.

~Number of Children~

Enter the number of children that the facility/ foster home are licensed for.

~Spec License~

This field is used to show if this facility/foster home can legally have at one time.

~Program Name~

Enter the program name for this facility/foster home.

~Close Date~

This is the date the facility/foster home closed.

~Per Diem Rate~

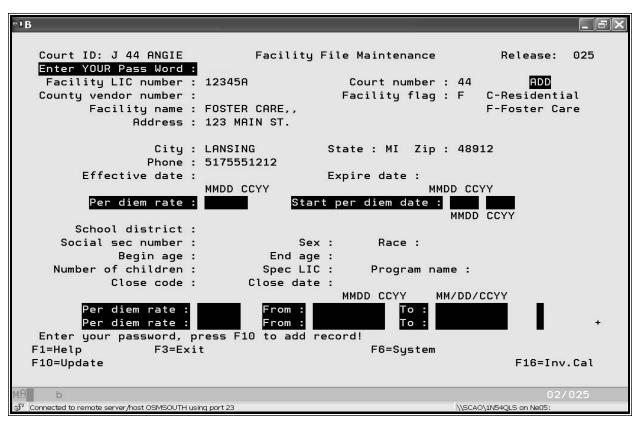
This field displays the past per diem rates.

~From~

This is the date that the per diem rate started.

~To~

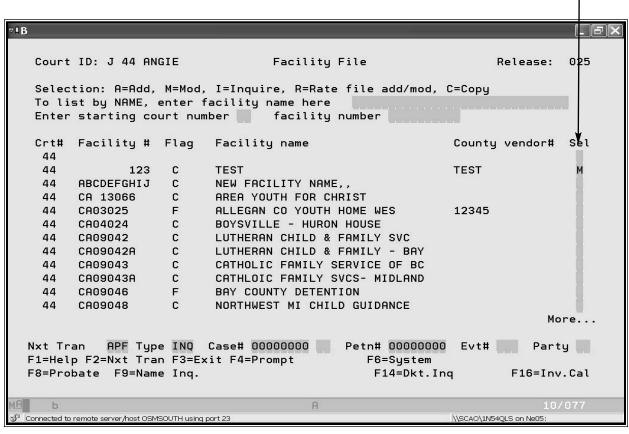
This is the date that the per diem rate ended.

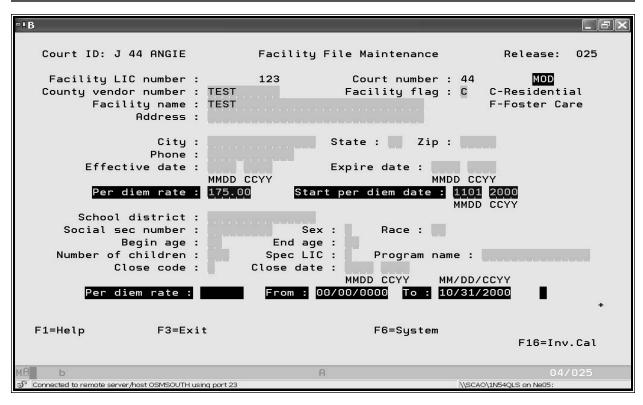


After you have entered all data, press <Enter> and the above screen will be displayed. The system is requiring you to enter your financial password and then press <F10> to add the record. Once processed, you will be returned to the other vendor file screen

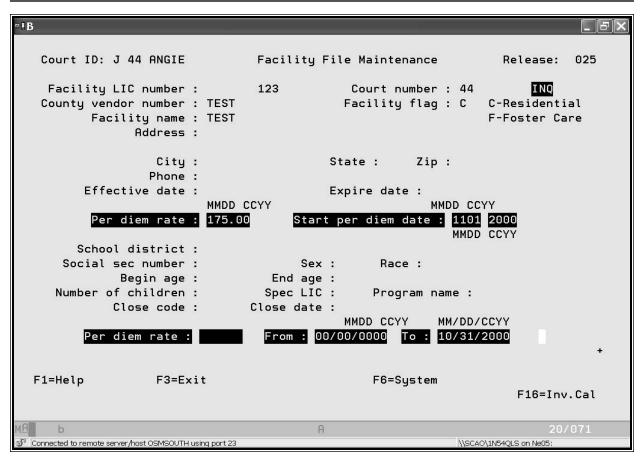
Facility Vendor Maintenance Modify:

Enter an "M" in the SEL field and press <Enter>. —





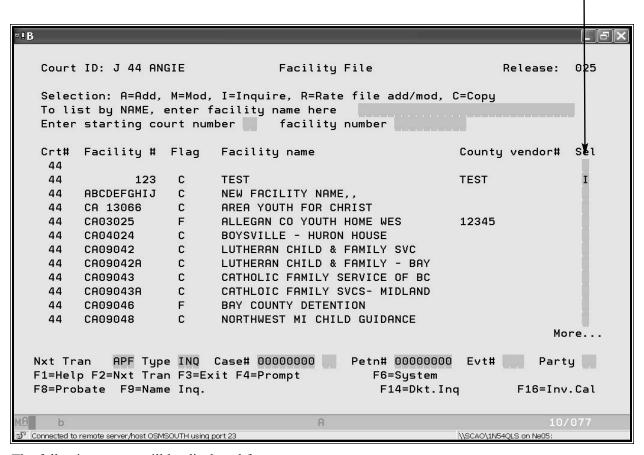
The field descriptions are the same as described under the add portion of this chapter. You can't modify the facility number or the court number. All other fields can be modified. After you have made any changes, press <Enter> and the system will return the following screen.

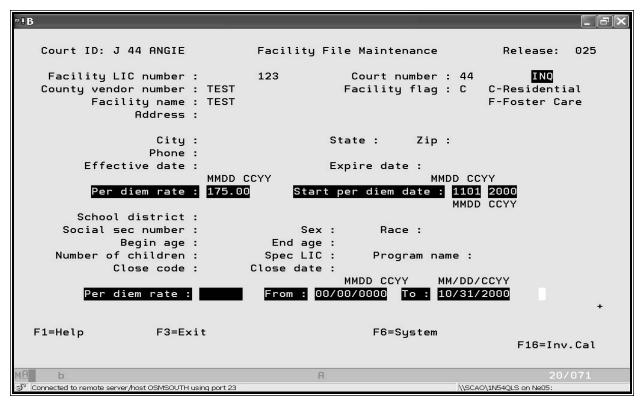


The system is now requesting that you enter your password. You must have authority to modify vendors. Press <F10> after you have entered your password and the changes will be saved.

Facility Vendor Maintenance Inquiry:

Enter an "I" in the SEL field and press <Enter>. -





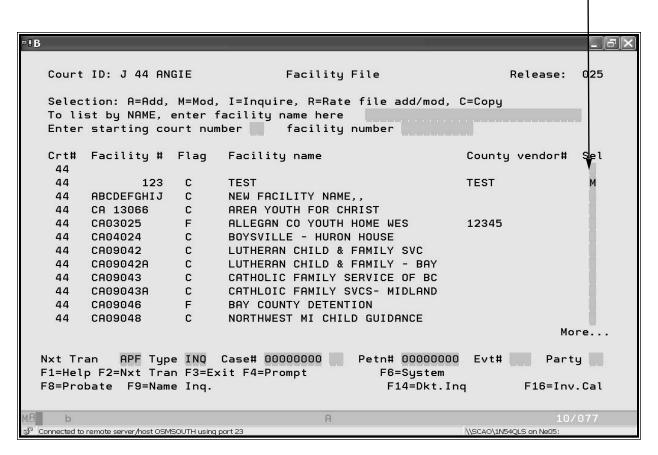
The field descriptions are the same as described under the add portion of this chapter.

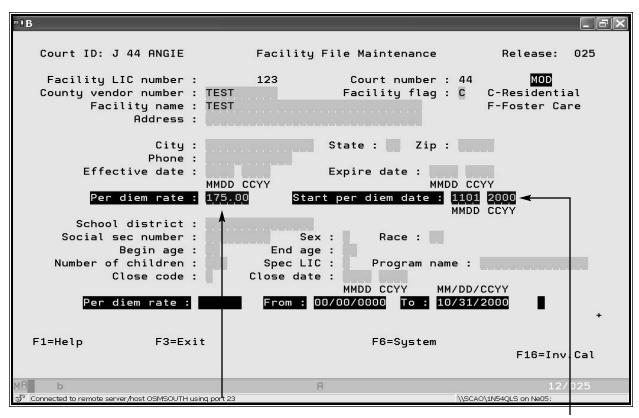
After you have inquired, press <F3> and the system will display the APF screen.

Adding Facility Rates:

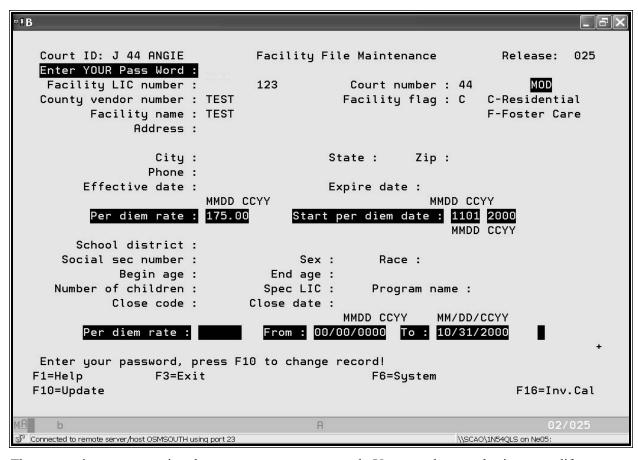
Facility rates are used to tell the system how much that facility charges per night for a child. This is the basic rate. It does not include rates for difficulty of care.

Enter an "M" in the SEL field and press < Enter >. —





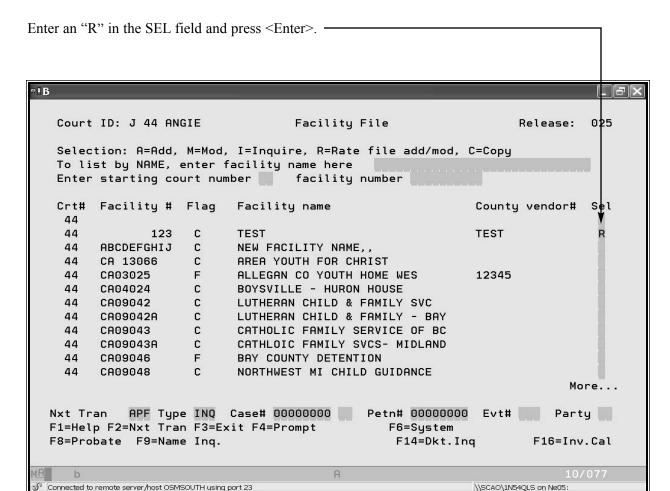
Add the new rate in the Per diem rate field and the date that it became effective in the Start per diem date field. Press <Enter>, the system will return the following screen for you.

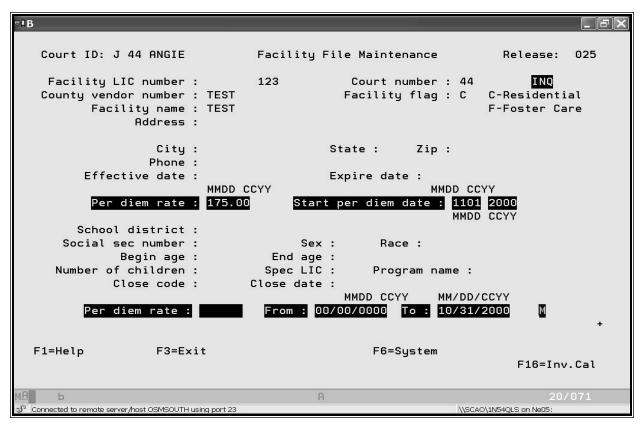


The system is now requesting that you enter your password. You must have authority to modify vendors. Press <F10> after you have entered your password and the changes will be saved.

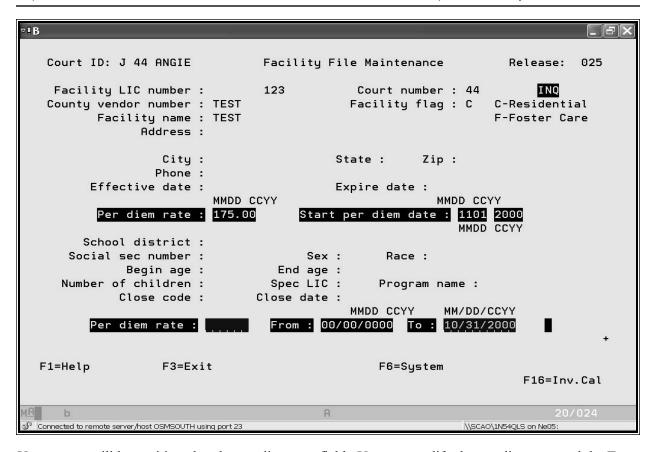
Facility Rate Change Example:

Facility rates are used to tell the system how much that facility charges per night for a child. This is the basic rate. It does not include rates for difficulty of care.





Your cursor will be positioned on the right hand side of the rates. Enter an "M" on the line of the rate that you want to modify and press <Enter>, the system will return the following screen for you.



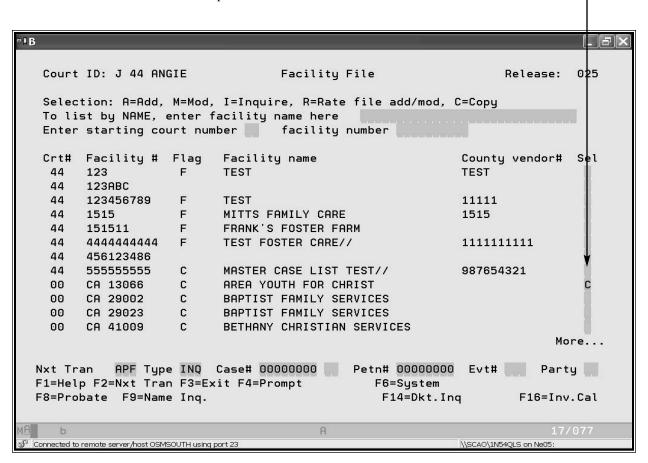
Your cursor will be positioned at the per diem rate field. You can modify the per diem rate and the To Date field. Press <Enter> to confirm your changes.

NOTE: Use extreme caution when modifying an existing rate. This will affect your vouchers that have already been processed under the old rate.

Copy Facility function:

The copy function is used to copy state facility/foster homes to county facility/foster homes. You do not have to copy these files to a county facility/foster home. The benefit of doing this is that you do not have to search through the entire list for the facility/foster home you are looking for. All county facilities/foster homes are grouped together at the top of your list.

Enter an "C" in the SEL field and press <Enter>.



The facility will be copied and your court number will be added to the court number field of the new facility.